



## FastPACS Admin

## **Management Tool for FastPACS Users**

User Guide

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FastPACS Admin is an easy-to-use, web-based application that allows modifications to be made to patient studies stored in your FastPACS Server. Modifications may be made to Patient Name, Patient ID, Referring Physician, Study Description and Date of Birth. FastPACS Admin also permits permanent deletion of studies from the system. Users may perform these functions from any computer on the local network that communicates with the FastPACS Server.

Along with the ability to modify patient records comes the responsibility of proper use of it. This application should only be used by responsible persons who are designated with the task of correcting patient records by the institution for whom they are employed.

Precision Diagnostic Systems, Inc. takes no responsibility for improper or inappropriate use of this application and the potential loss of patient data that may result.

Patient names displayed are fictitious. Any mention of third-party companies and products is for reference only and not to be construed as an endorsement.

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Launch a web browser and go to the address you have been given for the FastPACS Admin application. Ask your System Administrator for this address if you do not have it. Make a bookmark in your browser so you may easily find it again.

Once connected, you will see the screen below. Click the Proceed button.

FastPACSAdmin	Log in
FastPACS Admin	
This application allows modification and deletion of patient studies and is to be used only by authorized persons trained in its use.	
Precision Diagnostic Systems, Inc. is not responsible for improper or inappropriate use of this application and the potential loss of patient data that may result.	
Proceed	
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Login with the username and password you've been given. Note that passwords are casesensitive. Contact your System Administrator if you do not have this information. Do not share the password with unauthorized persons, and if you ever feel your password has been compromised, contact us and we can change it for you.

Username		
	Remember me?	
	Log in	
@ 0017 EastDAC	3 Admin tool	
© 2017 - FastPAC		
© 2017 - FastPAC		
© 2017 - Pasipac		



Once logged in, you can search for the study to be modified or deleted. Best search results are generally obtained by Patient Name or Patient ID but any field or combination of fields may be used. Click Search after entering your search criteria. This example is searching for a patient with the name of "patient".

FastPACSAdmin		
Search		
Patient Name	patient	
Patient ID		
Patient DOB		
Study Date		
	Search	
© 2017 - FastPACS Admin too	ı	

Below are the search results. If necessary, you can refine your search by searching within results. Either enter info in a search field at the bottom of a column, to search only within the corresponding column, or in the search box in the upper right of the screen which will search all columns.

Patient ID 1	Patient Name	Patient DOB	Referring Physician	Study Description	Study Date	
231032MOD	PATIENT^EXAMPLE	1962-08-21	TEST-MOD	MODIFIED DESCRIPTION	2017-03-02	/ 🛛
262705	UPPER-GI^PATIENT	1980-09-16	Test	UGI	2016-12-05	/ 🛛
262705-MOD	HIP^PATIENT	1967-03-04	TONY REDUNZO	Pelvis	2016-12-06	
532	CHEST15^PATIENT	1973-08-26	PRIMARY CARE	Chest	2017-02-27	
81157	CHEST PATIENT1	1987-04-16	DR SCOPIC	Chest	2010-09-16	
847MOD	FOOT^PATIENT	1965-10-26	GENERAL PRACTICE	Lower Extremity	2017-02-27	/ 🛛
CHEST-PT	CHEST PATIENT	1971-06-03	Physician A.	Chest	2016-12-06	/ 🛛
Search	Search	Search	Search	Search	Search	
Showing 1 to 7 of	7 entries				Previous	1 Nex



Once you've located your study, you may choose to either **Edit** or **Delete**. In either case, you will be given a chance to change your mind.

	Sear	ch:	
Physician 1	Study Description	Study Date 1	
C	EXAM DESCRIPTION	2017-03-02	<ul> <li>✓</li> <li>✓</li> </ul>
	UGI	2016-12-05	
	Pelvis	2016-12-06	
CARE	Chest	2017-02-27	<ul><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li></ul>
IC	Chest	2010-09-16	
PRACTICE	Lower Extremity	2017-02-27	<ul><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li></ul>
Α.	Chest	2016-12-06	
	Search	Search	
		Previous 1	Next

If you've chosen to **Edit** the study, a window opens where you can enter the required changes. Make the necessary entries then click **Save**. Data in any of these fields may be changed.

FastPACSAdmin	
Edit Study	
Privatip	
Patient ID	231032MOD
Patient Name	PATIENT^EXAMPLE
Patient DOB	8/21/1962
Referring Physician	TEST-MOD
Study Description	MODIFIED DESCRIPTION
	Save
Back to List	
© 2017 - FastPACS Admin to	ol



A confirmation window appears. Click **Save** if you want to proceed with the modifications you've made or **Cancel** to leave the study unchanged. If you click **Save**, the button becomes animated during the change process. Note that studies with a large number of images, such as CT or MRI, it may take up to 15-20 seconds for the changes to be applied.

231032MOD		
PATIENT^EXAMPLE		
8/21/1962		
TEST-MOD	(!)	
MODIFIED DESC	Edit Study?	
Save	Are you sure that you want to save the edited study?	
	Cancel	

An alert window appears informing you the changes have been made. Click OK.



You are brought back to the modification screen. Click **Back to List** if you want to find another study or **Log out** in the upper right of the screen if you are finished.

FastPACSAdmin		Hello administrator!	Log out
Edit Study			1
Patient ID	231032MOD		
Patient Name	PATIENT^EXAMPLE		Log out
Patient DOB	8/21/1962		
Referring Physician	TEST-MOD		
Study Description	MODIFIED DESCRIPTION		
	Save		
Back to List	Back to List		
© 2017 - FastPACS Admin to	lool		

If you clicked **Back to List** you see the previous list below. You can choose to modify another study in the list, or **Log out** if you're finished with this session. To do a new search for another study, click **Find another study**.

Patient ID	Patient Name 11	Patient DOB	Referring Physician	Study Description	Study Date ا î		
231032MOD	PATIENT^EXAMPLE	1962-08-21	TEST-MOD	MODIFIED DESCRIPTION	2017-03-02	/ 🛛	
262705	UPPER-GI^PATIENT	1980-09-16	Test	UGI	2016-12-05	I	.oq ou
262705-MOD	HIP^PATIENT	1967-03-04	TONY REDUNZO	Pelvis	2016-12-06	/ 🛛	0
532	CHEST15^PATIENT	1973-08-26	PRIMARY CARE	Chest	2017-02-27	/ 🛛	
81157	CHEST PATIENT1	1987-04-16	DR SCOPIC	Chest	2010-09-16	/ 🛛	
847MOD	FOOT^PATIENT	1965-10-26	GENERAL PRACTICE	Lower Extremity	2017-02-27	/ 🛛	
CHEST-PT	CHEST PATIENT	1971-06-03	Physician A.	Chest	2016-12-06	/ 🛛	
Search	Search	Search	Search	Search	Search		
Showing 1 to 7 of	7 entries				Previous	1 Next	
Find another stu	dy	- Find a					
	ey	Find a	inother study				



If you chose to **Delete** a study, by clicking the **X** displayed in the patient search list, the following alert appears. Click **Delete** to permanently delete this study from your FastPACS Server or **Cancel** to not proceed. Note that deletion is permanent and the study will not be recoverable.

Patient ID	Patient Name	Patient DOB	Referring Physician	Study Descr	iption 🌐	Study Date 🕸	
231032MOD	PATIENT^EXAMPLE	1962-08-21	TEST-MOD	MODIFIED D	ESCRIPTION	2017-03-02	/ 2
262705	UPPER-GI^PATIENT	1980-09-16	Test	UGI		2016-12-05	/ 🛛
262705-MOD	HIP^PATIENT					2016-12-06	<i>I</i>   <b>X</b>
532	CHEST15^PATIENT					2017-02-27	/ 🖂
81157	CHEST PATIENT1					2010-09-16	/ 2
847MOD	FOOT^PATIENT		$\cdot$		ity	2017-02-27	/ 🗵
CHEST-PT	CHEST PATIENT	Dele	te this study?			2016-12-06	Ø 🛛
Search	Search	2010				Search	
Showing 1 to 7	of 7 entries	This	action is not reversible!			Previous 1	Next

Note that any modification or deletion operations you perform only affect studies stored in your FastPACS Archive and Web Server. Studies stored in iQ-VIEW Workstations or other review stations that provide their own local storage are not affected. To see the modified studies on these devices you must first delete the study stored locally on the Workstation(s), then query and retrieve the modified study from your FastPACS Server.



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